

**APPLICATION FORM**

**“Community Childcare Centres is committed to safeguarding and promoting the welfare of Children and Young people and expects all staff, parents, students and volunteers to share this commitment”**

*This application form complies with Equality Act 2010 (re. Employer Essentials Indicator FL Memo 2014)*

Please complete this application form in black ink OR electronically. Use a separate sheet of paper wherever necessary.

Section 1 – APPLICATION DETAIL	
Post applied for:	
Dates/times you are <b>not</b> available for interview:	
Please use this space to say: <i>why you are interested in the post for which you have applied AND why you believe you are the best person for the role</i>	
Section 2 - PERSONAL INFORMATION	
Title (Mr, Mrs, Miss, Ms, etc.):	National Insurance No.
Surname:	
Forenames:	
Previous names:	
Current address:	
Preferred contact number:	Email:
Do you already have a current valid DBS number? <i>Note: an application for a DBS certificate will be submitted in the event of the applicant being offered the position.</i>	YES/NO
Do you hold a full driving licence? <i>If YES, please provide further details in box below. If NO, please go to <b>SECTION 3</b></i>	YES/NO
Do you hold a MIDAS minibus driver’s certificate?	YES/NO
Do you have any current endorsements for driving? <i>If YES, please provide further details in box below.</i>	YES/NO

**Section 3 – EMPLOYMENT RIGHTS**

**Do you have the right to take up employment in the UK?**  
*If NO, please provide further details in box below. If YES, please go to **SECTION 4***

YES/NO

If you **do not** have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?

YES/NO

**Section 4 – EDUCATION & QUALIFICATION(S)**

Highest relevant qualification / level gained	Establishment	Month/Year of Award
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Other relevant qualification(s) / level(s) gained	Establishment(s)	Month/Year of Award(s)
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**Section 5 – SKILLS AND EXPERIENCE**

**Employment history**  
 Please give details of your **entire employment history**, beginning with your present or most recent. *Please attach a separate sheet, if necessary..*

Name / address of employer	Position held	From Month/Year	To Month/Year	salary	P/Time or F/Time
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Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Do you have any other training, qualifications, skills or personal qualities relevant to the post?  
*Continue on a separate sheet, if required*

**Section 6 – OTHER INFORMATION**

Have you made a previous application to the Company? If so, when was this and what was the outcome?

How many weeks' or months' notice do you have to give to your current employer?

Do you know, or are you related to, any other employees of the Company?	YES/NO
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*If your answer is "yes", please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them:*

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview:

**Section 7 – REFERENCES**

Please give details of two referees, one of whom should be your current or most recent employer. *Note - if this is an application for your first job, your school teacher or higher /further education lecturer. The other should not be a relative or friend.*

<b>FIRST REFEREE</b>	<b>SECOND REFEREE</b>
<b>PREVIOUS EMPLOYER / OTHER</b>	<b>CURRENT EMPLOYER</b>
Name: Address:  Post code: Telephone number: Email:	Name: Address:  Post code: Telephone number: Email:
How this referee knows you:	How this referee knows you:

**PLEASE BE AWARE – THE FIRST REFERENCE WILL BE TAKEN UP BEFORE INTERVIEW**

*Please note – if information provided shows several periods of short term employment / agency work, we reserve the right to request additional references.*

